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WAR FOOD ADMINISTRATION
FOOD DISTRIBUTION ADMINISTRATION
WASHINGTON, 25, D. C.

FRUIT AND VEGETABLE BRANCH MEMORANDUM NO. 5

July 15, 1943

TO: Regional Administrators and Field Employees
of the Fruit and Vegetable Branch

FROM: W. C. Hasbrouck, Sr. Administrative Officer, Fruit and
Vegetable Branch

SUBJECT: Fiscal and Other Procedures for Fiscal Year Beginning
July 1, 1943

In order that payment of vouchers covering expenses incurred in connection with Fruit and Vegetable Branch activities may be secured more promptly, the following procedures are effective July 1, 1943.

LETTER OF AUTHORIZATION:

All Letters of Authorization covering the activities of the Fruit and Vegetable Branch - except those relating to Lend-Lease, Section "32" War Food Administration (those transferred from W.P.B., and President's Emergency Funds) operations and the regionalized activities of the Market News Service - will be prepared in Washington.

The Finance and Accounts Division in Washington has issued instructions to each Branch that funds must be encumbered on a calendar month basis for the maintenance of activities performed under station Letters of Authorization. In order that the Washington Office may be in position to know what the expenditures will be, it becomes necessary for each Officer in Charge, to whom a station Letter of Authorization has been issued, to submit to the Washington office not later than the 10th day of each month, a statement indicating estimated funds necessary for the operation of his office (station) during that month. This estimated amount need only show - separately: (1) Salaries paid under Letter of Authorization employment only; (2) Funds for travel and expenses incident thereto and (3) All other operating expenses. (It is anticipated that employment under Letter of Authorization will be very limited - necessary only in isolated cases.)

The needs for July have been estimated by the Washington office. The respective Officers in Charge must, however, submit to this office by August 10, a statement of estimated funds needed for August and continue to do this for each succeeding month throughout the fiscal year. A small supply of forms to be used in furnishing this encumbrance advice accompanies this memorandum. * Should it be determined, after an estimate for a given month has been submitted to Washington, that the amount specified is insufficient to meet requirements, a supplemental estimate should be submitted at once. It should, in all cases, be borne in mind that salaries for those employees holding regular personnel appointments are not to be included in these monthly expenditure estimates.

* Additional supplies may be obtained upon request from the Regional Administrative Services Division.

Sub-Travel Order

The Officer in Charge must issue a sub-travel order (Form AMS-53) to his assistants if they are to use their personally-owned automobiles on official travel. This sub-travel order must be issued for each trip and be issued prior to actual travel. It should indicate the station Letter of Authorization number under which it is issued, the period (time) required, name of traveler, his official station, and estimated funds necessary for the trip. This sub-travel order is issued ONLY in the event travel is to be performed by personally-owned car. The mileage rate and per diem allowance as shown in the sub-travel order must not differ from that shown in the station Letter of Authorization.

A voucher covering reimbursement of travel expenses must be submitted for approval, by the traveler, direct to the Officer in Charge of the station who authorized his travel. The Officer in Charge, after approval of the voucher, must then submit it direct to the Regional Fiscal Division for auditing and payment; for example, if the Officer in Charge is stationed at Minneapolis, Minnesota, all vouchers covering expenses of his office (station) will be sent direct to the Regional Fiscal Division of the Midwest Regional Office at Des Moines, Iowa.

If travel is necessary, which the station Letter of Authorization does not cover, a sub-travel order may be prepared by the Regional Supervisor if the travel is to be performed within the confines of his Letter of Authorization. The voucher covering this travel should be routed back to the Regional Supervisor who will submit it to the Regional Fiscal Division of his respective region; for example, should travel be performed in the territory covered by the Regional Supervisor located at Chicago, this reimbursement account must be routed back to the Regional Supervisor for his approval and he will then submit it to the Regional Fiscal Division of the Great Lakes Region.

If any travel is necessary that can not be performed under the provisions of either a station Letter of Authorization or the Regional Supervisor's letter of authorization, then approval for such travel must be obtained from Washington before it is made; for example, if an employee is stationed at Chicago and travel is necessary to New York, this information must be submitted to Washington so that a Letter of Authorization may be prepared to cover this travel. The following information must be submitted to Washington to enable us to prepare a proper Letter of Authorization:

L. A. desired for John A. Jones, Assistant Marketing Specialist; Official station Chicago; Travel from Chicago to New York City and return; Purpose of assisting with the work of the Processed Foods Office; Period - July 20 to August 20, 1943; Estimated cost \$175.

In requesting the transfer of an official station from one point to another, a Letter of Authorization must be prepared in Washington. Information along the following lines should be submitted to enable us to prepare a proper Letter of Authorization:

L. A. desired for John A. Jones, Assistant Marketing Specialist; Official Station Chicago; Change of Official Station from Chicago to New York; Effective October 1; Estimated Cost - Movement of Household Goods and Other Matters - \$200.

TRANSPORTATION REQUESTS

All requisitions for Government Transportation Requests should be submitted through the Officer in Charge direct to the Regional Fiscal Division of the Regional Office.

APPLICATIONS FOR ADVANCE OF FUNDS FOR TRAVEL EXPENSES

Applications (on prescribed form 1038) for an advance of funds in order to perform official travel should be submitted, through the Officer in Charge for approval, direct to the Regional Fiscal Division of the Regional Office. It should be borne in mind that such funds cannot be secured unless the traveler has previously posted a surety bond - at his personal expense of approximately \$5.

DEPARTMENTAL IDENTIFICATION CARDS

Requests for Departmental Identification Cards must be sent, through the Officer in Charge for approval, direct to the Regional Personnel Division. These cards generally are for use by those employees required to furnish proper official identification in order to secure admittance to buildings or establishments (other than regular place of employment) wherein it becomes necessary to conduct official business.

PERSONNEL APPOINTMENTS

Prior approval from Washington must be secured before any personnel appointment can be initiated for any field office (station). Such approval will be granted by either the Chief, the Assistant Chief, or the Sr. Administrative Officer of the Branch. In submitting a request for an appointment it will be necessary to furnish the name of the proposed employee, grade, designation and where he is to be employed, and the approximate date of desired entrance on duty. After approval from Washington the request, along with Washington approval, should be submitted to the Regional Personnel Division for necessary processing of the action and subsequent encumbrance of funds. Any change in grade, or within grade promotion, must also have prior approval from Washington.

PROCUREMENT OF SUPPLIES

All requisitions for general office, laboratory or emergency supplies must be submitted direct to the Regional Administrative Services Division of the respective Regional Office. The appropriation number or designated fund to be charged with the cost of such supplies must be shown on every requisition - of any kind. This appropriation, or fund number, will be the same as that shown on the station Letter of Authorization issued to the Officer in Charge.

Prior approval for the requisitioning of other than general office, laboratory or emergency supplies (such as those covering the procurement of desks, chairs, laboratory equipment, etc.) must be secured from Washington before a requisition is submitted by the Officer in Charge direct to the Regional Administrative Services Division for fulfillment.

TAX EXEMPTION CERTIFICATES AND TAX EXEMPTION IDENTIFICATION CARDS

Applications for Tax Exemption Certificates and Tax Exemption Identification Cards, used in connection with the procurement of gasoline and oil for the operation of Government-owned vehicles only, should be sent, through the Officer in Charge, direct to the Regional Administrative Services Division.

PERMIT TO OPERATE GOVERNMENT-OWNED MOTOR VEHICLE

Applications (on prescribed form) for an official permit to operate a Government-owned motor vehicle should be sent through the Officer in Charge for approval direct to the Regional Administrative Services Division.

CONTRACTS

All requests for services which must be obtained on a lease or rental basis, such as garage rental, telephone, etc., must be submitted by the Officer in Charge direct to the Regional Administrative Services Division for action.

BILLS OF LADING

Memorandum copies (yellow) of Government Bills of Lading should no longer be mailed to Washington. These should be sent direct to the Regional Fiscal Division. The appropriation or fund number should be shown on each copy of the B/L. This fund number will be the same as that shown on the station Letter of Authorization. The estimated (or correct if known) cost of the shipment must always be indicated on the yellow copy of the B/L.

REPORT OF OPERATION OF GOVERNMENT-OWNED CARS

Form AD-186 - "Record of Cost of Operation of Government-owned Motor-Propelled Passenger-Carrying Vehicles" should no longer be submitted to Washington. These should be sent by the 10th day of each month direct to the Regional Administrative Services Division. Even though the title of this form indicates that it is to be submitted only in connection with passenger-carrying vehicles - it is also required in connection with the operation of Government-owned trucks.

VOUCHERS

No field voucher will be paid in Washington for expenses incurred or services rendered subsequent to July 1, 1943; accordingly it becomes necessary that all vouchers for services rendered, or expenses incurred, subsequent to July 1 be sent direct to the Regional Fiscal Division of the respective Regional Office for payment - and not to Washington. (Vouchers covering reimbursement of travel expenses are, of course, to be first submitted to the Officer in Charge for approval, who will, in turn, send them direct to the Regional Fiscal Division.) Vouchers are to be sent to Washington only in case of a specific request.

In order that funds may be properly encumbered on a monthly basis it will be absolutely necessary that reimbursement and service (Form 1034) vouchers be in the Regional Office not later than the 8th day of the month following incurrence of the expense. Failure to submit vouchers within this period will seriously interfere with the encumbrance of funds, as all vouchers must be cleared monthly.

SUGGESTIONS FOR PREPARATION OF TRAVEL EXPENSE VOUCHERS

The Office of Budget and Finance has issued "Budget and Finance Circular No. 653" dated January 11, 1943, entitled "A Guide to Travelers for Preparing Reimbursement Vouchers." A copy of this circular should be in the hands of every traveler who incurs expenses for which he will seek reimbursement under the provisions of his travel order. Copies may be obtained from the Regional Fiscal Division. It is very informative and a few hours devoted to its study will greatly hasten payment of reimbursement expense account vouchers as a result of proper preparation.

The Washington Office has noted many vouchers submitted with the following commonly occurring irregularities:

1. Failure to properly sign the account.
2. Failure to sign Form 1012-e - Statement of Travel by Motor Vehicle.
3. Failure to state proper official station. An employee's official station in all instances is shown on his personnel appointment papers, and should not be confused with subsequent temporary points of duty. In case of question regarding one's official station - such information may be obtained through the Regional Personnel Division. An employee may be temporarily assigned or detailed from one place to another, but his official station does not change unless a formal personnel action has been processed.
4. Failure to initial erasures or alterations made in the original figures or wording of a voucher. Any erasures or alterations must be initialed by the person claiming the reimbursement.
5. Failure to attach to the expense account the carbon (white) copy of Government Transportation Requests used for official travel by train, bus or other common carrier. These must be attached to the expense account at the time it is submitted for payment. Failure to do this will only delay payment.
6. Claim for reimbursement covering traveler's cash purchase of street car tokens and/or bus fares or telephone calls should be accompanied by a statement on the face of the voucher to the effect that such fares or calls were used only in the conduct of official business.
7. The original and one carbon copy of the sub-travel order must always accompany a reimbursement expense account when it is submitted for payment. (This is the travel order issued by the Officer in Charge)
8. The Letter of Authorization number under which reimbursement is claimed must be shown in the appropriate space at the top of the voucher.
9. If 5¢ per mile has been authorized for the use of personally-owned automobile - due to the fact that the traveler is carrying grading equipment, this should be indicated in claiming the 5¢ mileage rate.
10. Any unusual items of expenditure, or deviation from regular and prescribed procedure should be fully explained. If doubt arises as to whether an item is allowable, describe the circumstances completely. This will assist the auditors in their consideration of any such items.

The Budget and Finance Circular No. 653, above mentioned, gives much more helpful information. Study it carefully.

Attachments